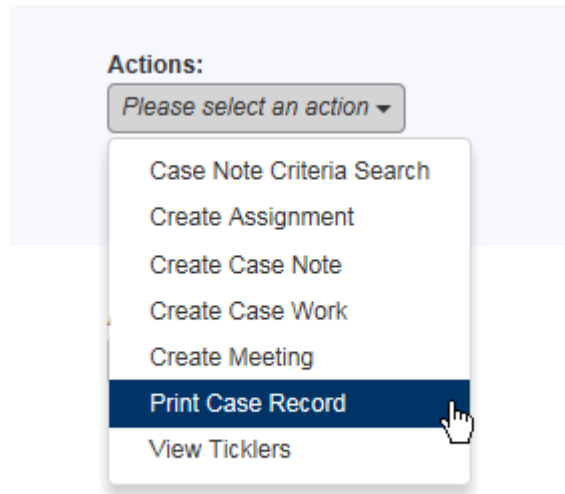# Printing a Case Record

Note: In order to print a case record, an assignment to the case is not needed.

1. From the Desktop, click on the Actions drop-down next to the case and select "Print Case Record".

2. From Search, click on the Actions hyperlink next to the case.

3. Select the Print Case Record radio button and click Continue.
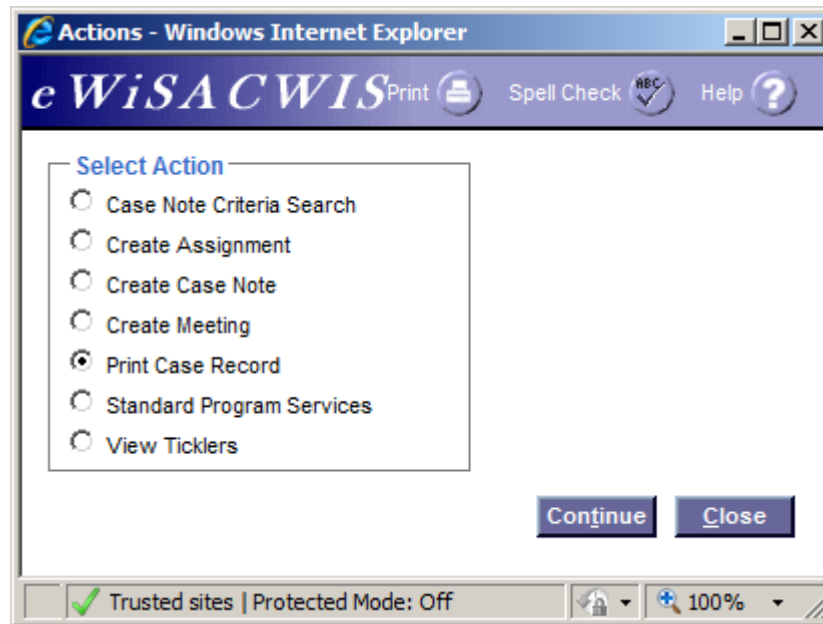
4. This will open the Print Case Record History page, which will either be blank for new records or a view of the print record history if records have been previously created. To create a new record, click Create.
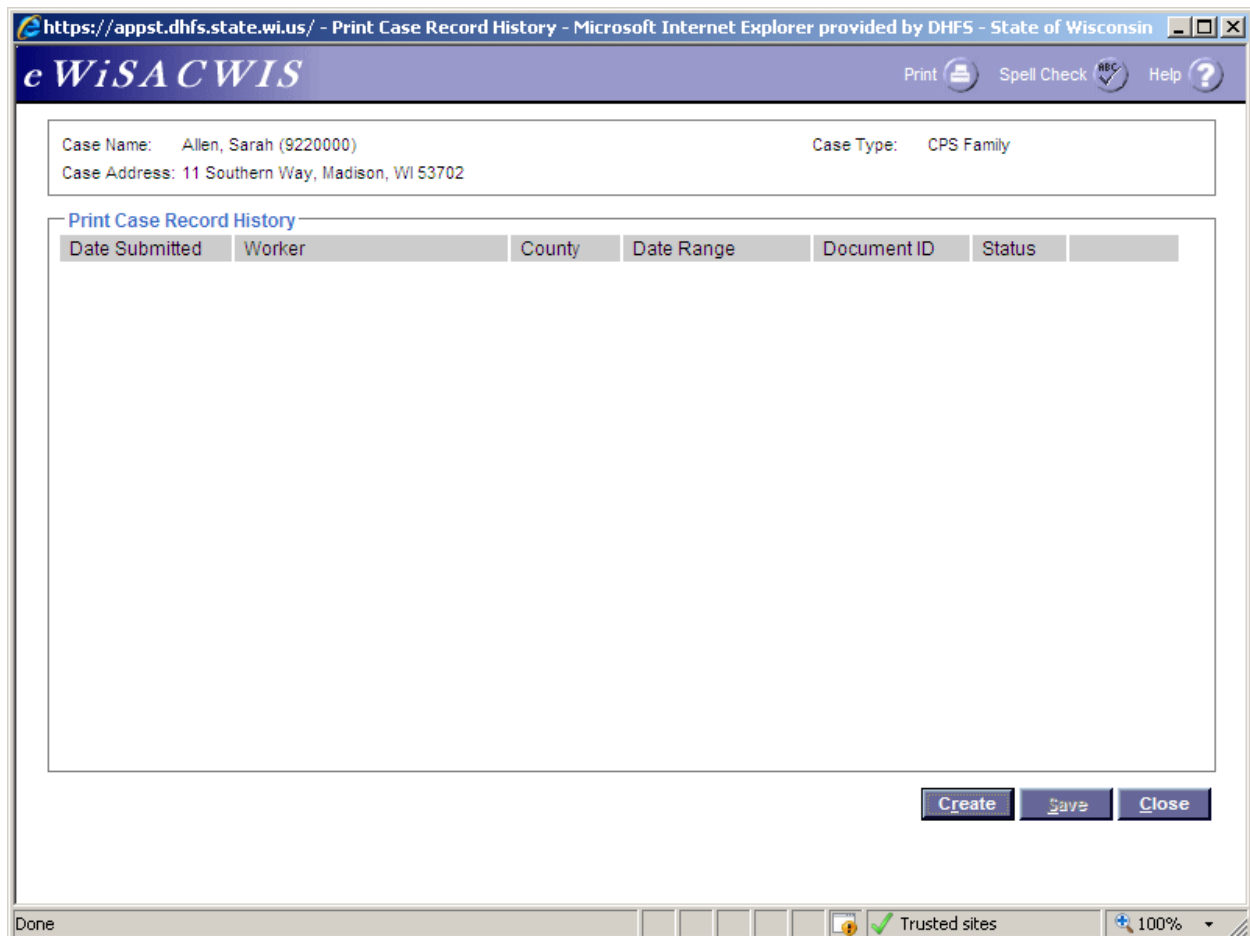
5. On the Print Case Record page, enter a Start Date and an End Date to select the date range you wish to print. Also, select which participant(s) you would like to be included in the record. By doing this, you will only bring back the documents created for the case as a whole and the individual participant(s) you select. Click Search to bring back a list of the documents that meet the criteria you entered.

6. Once you have entered your search criteria and clicked Search, all related documents will be displayed on the page. At this point, select which documents you would like to be included in the record. The Select All option will select all documents included on the page to be brought into the record. Click Save to submit the record. Click the Close to return to the Print Case Record History page.

7. Your record will display as Pending until the batch is run overnight. You may edit or delete the record by clicking the Edit or Delete hyperlink, respectively. The Edit hyperlink will bring you back to the search page (Print Case Record page) to change your search criteria or selected documents.

8. The Delete hyperlink will delete the record after you select Yes to the following message.

9. Overnight, a batch will run and will retrieve all documents you selected and combine them to one template. You can access the template by clicking on the Document ID hyperlink on the Print Case Record History page.

10. Clicking on the document ID will bring you to the newly created template containing all pieces of work selected as criteria for the print a record. This document can be accessed from Actions at any time, and can be printed as well.